

### **Nurse Aide Training – “Coordinator/Instructor” and “Clinical Contract” Change Forms**

Effective 10-1-08, Nurse Aide Training Program/School providers were authorized to **approve changes in Coordinator(s), instructor(s) and clinical sites**. Providers shall submit the appropriate form to notify the Department of Health and Hospitals (DHH), Louisiana Nurse Aide Registry of changes, within **10 working days** of the occurrence. The address is on the change form.

All approved providers (except for those using the preceptor component) shall report changes in **Coordinators and/or instructors** by submitting form NA-02 and changes in **clinical sites** by submitting form NA-03:

1. **Form NA-02 - Coordinator/Instructor Change Form** – used to report changes in Coordinator or instructor
2. **Form NA-03 - Clinical Contract Change Form** – used to report changes in clinical site

All providers **approved to train using the preceptor component**, shall report changes in **clinical sites** by submitting form NA-03 (referred to above) and changes in **Coordinators and instructors** by submitting form NA-04:

1. **Form NA-04 – Preceptor Coordinator/Instructor Change Form** – used by preceptor programs to report changes in Coordinator or instructor

Providers shall maintain the documentation (a copy of the change forms submitted, resumes, certificates, transcripts, and clinical contracts) relative to each change. The documentation will be reviewed when the program is surveyed or at any point that the Department of Health and Hospitals makes a request for such. **Failure to report the required changes timely, utilize qualified staff, utilize clinical sites which meet the regulations and/or maintain the required documentation shall result in a citation for non-compliance. Additionally, further adverse action may be imposed.**